

## Action Verbs for Resume Development

In developing an effective resume, you should utilize the most powerful language possible to describe your qualifications and skill levels. Using strong action verbs is a first step. This action verb list is divided into various categories to describe skills you've used or tasks performed; it does not necessarily describe the type of job you are seeking. Therefore, you need to think outside "the boxes." Look for appropriate action verbs in new areas. You may focus upon action verbs in your specific area (e.g., science or the arts), but do not hesitate to use any action verb that will improve the quality of your resume.

### Organizational and Supervisory Tasks

achieved	channeled	enhanced	initiated	planned	selected
administered	completed	established	inspected	presided	streamlined
analyzed	consolidated	evaluated	instituted	prioritized	strengthened
appointed	contracted	exceeded	led	produced	succeeded
approved	controlled	executed	managed	recommended	supervised
assigned	converted	expanded	mentored	reduced	surpassed
assisted	coordinated	headed	merged	reorganized	trained
assumed	delegated	hired	motivated	replaced	traveled
responsibility	developed	hosted	obtained	resolved	utilized
attained	directed	improved	orchestrated	restored	
authorized	eliminated	incorporated	organized	reviewed	
carried out	emphasized	increased	oversaw	scheduled	
chaired	enforced	influenced	pioneered	secured	

### Communication Tasks

addressed	contacted	edited	joined	persuaded	responded
advertised	conveyed	elicited	judged	presented	solicited
arbitrated	convinced	enlisted	lectured	promoted	spoke
arranged	corresponded	expressed	marketed	proposed	suggested
articulated	debated	formulated	mediated	publicized	summarized
authored	defined	incorporated	moderated	reconciled	synthesized
clarified	described	influenced	motivated	recruited	translated
collaborated	developed	interacted	negotiated	referred	traveled
communicated	directed	interpreted	observed	reinforced	wrote
conferred	discussed	interviewed	outlined	reported	
consulted	drafted	involved	participated	resolved	

## Science and Research Tasks

analyzed	determined	explored	inspected	organized	solved
clarified	diagnosed	extracted	interpreted	published	studied
collected	discovered	formulated	interviewed	received	summarized
compared	estimated	functioned as	invented	researched	surveyed
conducted	evaluated	gathered	investigated	reviewed	systematized
critiqued	examined	hypothesized	located	saved	tested
detected	experimented	identified	measured	searched	

## Teaching Tasks

adapted	coordinated	encouraged	individualized	persuaded	trained
advised	counseled	evaluated	influenced	presented	traveled
clarified	critiqued	explained	informed	set goals	tutored
coached	delivered	facilitated	initiated	stimulated	utilized
communicated	developed	focused	instilled	taught	
conducted	enabled	guided	instructed	tested	

## Clerical or Detailed Tasks

approved	communicated	gathered	ordered	reviewed	trained
arranged	compiled	generated	organized	routed	transcribed
assisted	completed	handled	prepared	scheduled	updated
catalogued	corrected	implemented	processed	screened	validated
categorized	dispatched	incorporated	proofread	sorted	
charted	distributed	inspected	purchased	specified	
classified	documented	monitored	recorded	standardized	
coded	executed	obtained	registered	systematized	
collected	filed	operated	retrieved	tabulated	

## Computer and Technical Tasks

adapted	compiled	determined	maintained	remodeled	studied
applied	computed	developed	operated	repaired	trained
appraised	conserved	devised	overhauled	replaced	transported
assembled	constructed	engineered	printed	restored	upgraded
built	converted	fabricated	programmed	solved	utilized
calculated	debugged	functioned as	refined	specialized	
completed	designed	installed	regulated	standardized	

## Helping Tasks

advocated aided answered arranged assessed assisted	cared for clarified coached collaborated contributed counseled	demonstrated diagnosed educated encouraged expedited facilitated	familiarized guided helped insured intervened mentored	motivated provided received referred rehabilitated represented	served supplied supported treated
--	---	---	---	---	--

## Performing Arts and Creative Tasks

acted adapted arranged composed conceptualized conducted	created customized designed developed directed displayed	established fashioned formed formulated founded illustrated	initiated instituted integrated introduced invented modeled	modified performed photographed planned printed produced	revitalized shaped solved traveled wrote
---	---	--	--	---	--

## Banking and Financial Tasks

administered allocated analyzed appraised	audited balanced billed budgeted	calculated computed developed earned	estimated forecasted grossed managed	marketed planned projected reconciled	researched saved streamlined
--	---	---	---	--	------------------------------------